Truancy Report
Data Elements

Complete all fields (columns) below.

Element Number   **Element Description**

1   **Alaska Student Identification Number**
Student's unique Alaska Student Identification Number.
No student data will be accepted without a valid ID number.

<u>Example</u>   <u>Description</u>
999999   Leading zeros are not required but are acceptable.

4 AAC 07.060(a)(7) states that the Alaska Student Identification Number (AKSID) must appear in each electronic record containing student-level information that is reported to the department.

2   **Student Name – Last**
Student's last name

3   **Student Name – First**
Student's first name

4   **Student Name – Middle (or Middle Initial)   (OPTIONAL)**
Student's middle name or initial

Note: Do not include Jr., Sr., II, III, etc. or commas in the Last, First or Middle Name fields. If you do, the Student ID System will not match and will result in an error message being generated in Edit Report.

5   **Name Suffix   (OPTIONAL)**
An appendage, if any, used to denote a student's generation in his family (e.g., Jr., Sr., II, III). Periods are acceptable**.**

6   **Birth Date**
Student's date of birth.
Format: MM/DD/YY or MM/DD/YYYY

7   **Gender**
Code indicating the gender of the student.
<u>Code</u>   <u>Description</u>
 F   Female
 M   Male

8   **Unexcused Absence Date**
Report the date (mm/dd/yyyy) of the full day unexcused absence. Each full day unexcused absence **must** be reported independently. Multiple day reporting will result in an error message.